

CLEAN WATER COALITION GENERAL MANAGER
(Job Code 0879666120)
APPROXIMATE MONTHLY SALARY: \$9,037 to \$13,556

OPEN: December 8, 2008 at 8 a.m.

DEADLINE: Open Until Filled

COMMUNITY

The Clean Water Coalition is conducting a search to fill the position of General Manager. This community is one of the country's fastest-growing and progressive cities in the nation. Whether relaxing on a boat or jet skis at Lake Mead, visiting the amazing Hoover Dam, relaxing in the quiet, cool mountains of Mt. Charleston, playing at our magnificent golf courses, visiting the historic museums or old downtown Las Vegas and Fremont Street Experience, one is sure to find an activity that pleases. Although most widely known as the Entertainment Capital of the World, the Las Vegas community is also home to nearly 2 million people; the city itself is home to approximately 600,000 people. The Las Vegas Valley includes many historic structures, professional offices and restaurants, schools, churches, retailers and residential areas. The city, together with our community partners, has developed an evolving Green Building Program which supports and expands sustainable development and growth and encourages the benefits that green building options provide in addition to water and energy conservation through use of renewable and recycled materials and supplies. We are very proud of the innovative green projects either built or currently under development within the city boundaries.

APPLY BY

Interested and qualified applicants must submit a **CURRENT** city of Las Vegas application and a detailed resume by the filing deadline at the city of Las Vegas, Department of Human Resources, Second Floor of City Hall, 400 Stewart Avenue or you can download an application from our website, www.lasvegasnevada.gov. Please attach a copy of the required licenses, certificates, and degree to your application. Incomplete, outdated, undated, or unsigned applications will not be processed. For a college or university degree earned outside of the United States please attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

MINIMUM QUALIFICATIONS

Unless otherwise noted, minimum requirements must be met at the time of application filing. Bachelor's Degree in engineering, business administration, public administration or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree. An advanced degree is desirable. Seven years of progressively responsible managerial or program administration experience in a water utility or in wastewater treatment. Experience with public relations is preferable.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to the following:

Provide leadership in developing a culture that values people and their differences and is free from inequities and barriers to people reaching their full potential. Provide leadership in promoting sustainable, environmentally sensitive development and operations in the community and the department. Oversee and administer the activities of the Clean Water Coalition staff to fulfill the goals and responsibilities of the interagency agreement. Develop and direct the implementation of goals, objectives, policies, procedures and work standards; identify and implement long-term solutions for the treatment, discharge and reuse of the community's wastewater; study wastewater needs and examine possible solutions; evaluate the effect and impact of proposed solutions and make recommendations to the Board of Directors for implementation. Prepare and update a strategic plan; direct the preparation and administration of the coalition's annual operating and capital budgets; monitor expenditures. Select professional, technical and support staff and ensure effective morale, productivity and discipline in a team environment; plan, organize, direct, administer, review and evaluate the activities of staff; provide for staff training and professional development; interpret, explain and apply applicable policies and procedures for staff; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development. Work with the Clean Water Coalition Board, various advisory boards and commissions, citizen groups and agency management to formulate and implement policies and plans related to the treatment, discharge and reuse of wastewater. Locate possible sources of federal funding; prepare and administer federal grant and other funding requests; ensure appropriate record keeping and reporting to various funding agencies; oversee and coordinate external auditing processes. Represent the Clean Water Coalition at regular formal and informal interagency meetings; prepare and distribute agenda materials for the Coalition; follow-up after Coalition meetings and ensure that actions are implemented. Oversee and coordinate all purchasing and contract management activities. Represent the member agencies at public relations functions, including providing interviews periodically requested by the media and responding to often technically difficult questions and complaints from elected officials and the public. Prepare analytical and statistical reports on operations and activities, including an annual report on the benefits and operations of the CWC; direct the maintenance of accurate records and files. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of clean water systems. Represent the coalition in local, state-wide, interstate and federal forums; make presentations before the Board, various advisory committees, state and federal legislative bodies and regulatory and community groups; monitor and interpret laws and regulations related to clean water planning, development and service delivery; evaluate the impact of laws and regulations on coalition activities; develop and implement policy and procedure changes as required; draft changes to laws and ordinances; lobby before the legislature and provide supporting testimony as required.

SELECTION PROCESS

The selection process will consist of a review of all applications and resumes with only the most qualified participating in the remainder of the process. *Final candidate selection will include hiring interview (if applicable).* Any individual offered employment will be required to pass a pre-employment hair drug test and complete background check. Some positions may require preliminary background checks.

Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at (702) 229-6315.